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1. Purpose and Scope. This chapter describes the communications and directives system used by the DEEOIC. It focuses on the structure of the Procedure Manual governing claims under the EEOICPA, and addresses its relationship to the program's other written directives.

2. Directives. The publications relating to the EEOICPA include both internal and external releases, as follows:

a. External Directives. These may consist of either legal or informational releases.

(1) Federal Register. This publication contains notices and rules pertaining to new or revised policy. Notices advise the public of proposed changes and invite comments on them, while rules state the final changes adopted by the program.

(2) Pamphlets and Notices. These publications are designed to inform the public of the availability of EEOICPA benefits.

b. Internal Directives. There are three categories of directives: permanent (unless superseded), time-limited, and informational.

(1) Permanent Directives include the following:

(a) EEOICPA Procedure Manual (PM), which is updated by transmittals.

(b) Other guides, including the DOL Correspondence Guide (DLMS Handbook 1-2); the GPO Style Manual; Program Memoranda; and the Energy Case Management System (ECMS) Users Manual, which provides users and operators of the ECMS with guidelines for interacting with the system.

2. Directives. (Continued)

(2) Time-Limited Directives are issued as Bulletins. They may involve changes to procedures, special reports, or pilot programs. A Bulletin is given an expiration date or some other identifier explaining how long the information contained in the Bulletin is applicable.

(3) Informational Directives are issued as Circulars. They are used to announce personnel changes, interesting events or activities, or other items of informational value; to call attention to standing instructions or performance standards which may require compliance or improvement; to announce proposed plans or anticipated program changes; or to keep DOs informed of the activities and interests of the NO. They do not require specific action.

(4) Requests for information under the Privacy Act and the Freedom of Information Act are addressed in OWCP's PM Chapter 1-400.

3. Procedure Manual. The EEOICPA PM is accessible by any interested party within and outside of the DEEOIC.

a. Part 0, Overview. This part provides an introduction to the EEOICPA, the program that administers it, and the directives issued to implement it. This section also provides employees with general information concerning program operations and the organizational structure of OWCP.

b. Part 1, Mail and Files. This part addresses the jurisdiction of cases and the movement of mail and case files within the DO. It also discusses how to create, maintain, transfer and retire case files.

3. Procedure Manual. (Continued)

c. Part 2, Claims. This part of the PM contains a series of chapters and subchapters that establish policies, guidelines and procedures for adjudicating and managing claims under the EEOICPA.

4. Maintenance and Revision. EEOICPA transmittals update the EEOICPA PM and are to be filed and cited in the following manner:

a. Filing Instructions. PMs are subdivided into and maintained in separate volumes or binders by part, chapter, and paragraph. For each transmittal:

(1) Remove and destroy any material identified as superseded or obsolete.

(2) File the new material in accordance with the instructions contained in the transmittal.

(3) Obtain missing material from the NO if not available locally.

(4) File the transmittal behind the latest "Checklist" of all PM pages currently in effect. It is located in front of the PM.

b. Checklists. Each year a checklist is issued to identify the chapters and pages currently in effect. Each checklist is cumulative and supersedes previous editions. When a new checklist is received:

(1) Remove and destroy PM pages not listed.

(2) Identify and obtain listed material that is not included in the PM.

(3) Discard the transmittals that have accumulated behind the previous checklist. Keep only the latest checklist in the PM.

4. Maintenance and Revision. (Continued)

c. Citations to the PM. The EEOICPA PM has four parts as described in paragraph 3 above. Each part consists of several chapters, which in turn are divided into paragraphs, subparagraphs, and sometimes sub-subparagraphs. Chapters and subdivisions should be cited as follows:

Citation to a part of the PM: EEOICPA PM Part 1

Citation to a chapter: EEOICPA PM 1-100

Citation to a paragraph: EEOICPA PM 1-100.1

Citation to a subparagraph: EEOICPA PM 1-100.1a

Citation to a sub-subparagraph: EEOICPA PM 1-100.1a(1)